

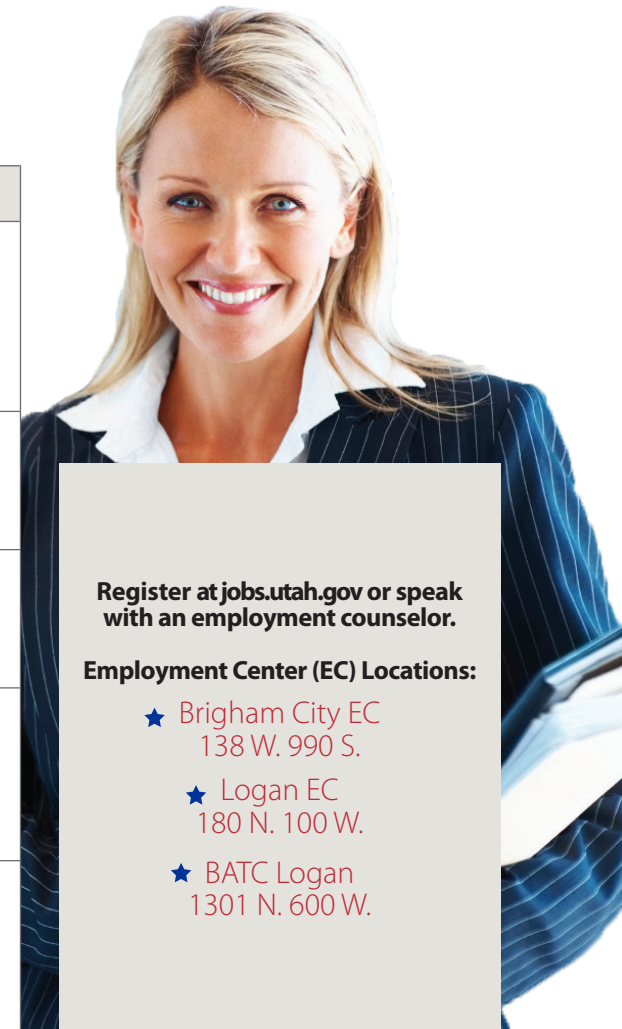


Job Seeking Skills Workshops

No cost workshops open to all job seekers

April 2017

Job Seeking Skills	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	Apr 4, 18 Apr 11, 25	1:00 PM–3:30 PM 9:00 AM–11:30 AM	Brigham City EC Brigham City EC
INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	Apr 4, 18 Apr 11, 25	9:00 AM–11:30 AM 1:00 PM–3:30 PM	Brigham City EC Brigham City EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	Apr 6 Apr 10, 17, 24 Apr 18	12:00 PM–4:00 PM 9:00 AM–1:00 PM 9:00 AM–1:00 PM	Logan EC Logan EC BATC Logan EC
EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	Apr 7, 14, 28 Apr 21	2:00 PM–4:00 PM 10:00 AM–12:00 PM	Logan EC Logan EC
EMPLOYMENT ESSENTIALS - YOUTH AGES 14+: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	None		



Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ BATC Logan
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.*

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April 2017 (continued)

PROFESSIONALISM: SUCCESS IN THE WORKPLACE: Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	Apr 25	9:00 AM–11:00 AM	Logan EC
*LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	Apr 17	2:00 PM–4:00 PM	Logan EC
JOB SEARCH STRATEGIES: Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	Apr 19	11:00 AM–1:00 PM	Logan EC
Life Skills	Date	Time	Location
FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.	Apr 11, 25	11:00 AM–12:00 PM	Logan EC
CREDIT & DEBT STRATEGIES - BRAG: Learn principles on how to establish, build and repair credit scores, report problems with the credit to the bureaus and how to manage debt and stacking debt to pay off faster.	Apr 12, 26	2:00 PM–4:00 PM	Logan EC

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Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



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April 2017

Life Skills (continued)	Date	Time	Location
BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	Apr 10, 24	2:00 PM–4:00 PM	Logan EC
ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.	Apr 12	9:00 AM–1:00 PM (PART 1)	Brigham City EC
	Apr 13	12:00 PM–4:00 PM (PART 2)	Brigham City EC
	Apr 26	9:00 AM–1:00 PM (PART 1)	Logan EC
	Apr 27	9:00 AM–1:00 PM (PART 2)	Logan EC
HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	Apr 6	9:00 AM–4:00 PM	Brigham City EC
	Apr 11	9:00 AM–4:00 PM	Logan EC
STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.	Apr 12	9:00 AM–4:00 PM	Logan EC
PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	Apr 13	9:00 AM–4:00 PM	Logan EC

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